

EASYMED NEWSLETTER

Volume 2003, Issue 3
 July, 2003

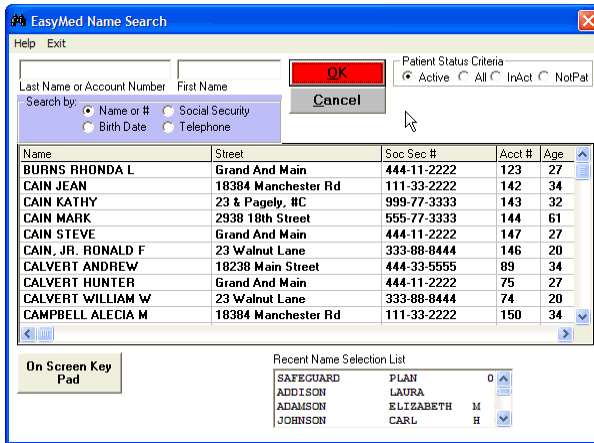
EASYMED ENHANCEMENTS

EasyMed updates will be distributed VIA CD during July and August. There are many updates you will like.

One great update is the patient name search screen. It has been improved in several ways. 1. The patients street is displayed to make it easier to identify similar named patients. 2. Up to 100 names at a time are displayed, 3. You can select to search quickly by Name, Social Security Number, Birth Date, or Telephone. 4. A list of up to the last 25 most recently selected patient names are automatically

listed to select from.

Another nice change is in the NetCom instant message program. When sending a



message you can specify the user as "BROADCAST" and all users will be sent the mes-

sage, at once. We wish to give our thanks to the following people for suggesting improvements to NetCom. Linda at Dr. Mark

Scantlan's, Dr. William Hartel, Dr. Bruce Rosenbaum, Christine & Dr. Jennifer Hershey.

A Posting screen enhancement is the much improved CPT Code Search Window. As you type in part of the description of the charge, a list of charges matching

that part of the description will automatically be displayed!

Inside this issue:

| | |
|--------------------|---|
| TGIF | 2 |
| New Backup Feature | 2 |
| Did you know? | 3 |
| Your Ideas | 3 |

July—August Updates

- If your Update CD is not enclosed with this Newsletter, it should arrive shortly.
- To reduce paper usage the update Menu has an option to let you View the enhancements on the screen.

EASYMED TRAINING

We are working on a new and updated CD based Audio/Video Training program.

This program allows you to select specific topics, View Videos with a built in Video Player that lets you pause, rewind, and completely con-

trol the video session.

You can view the documentation using the ADOBE reader, you can search documents by keywords, and print out selected text.

This program also has built in Quiz's you can take to

check your knowledge and/ or progress. The CD's will play on any computer, EasyMed doesn't even have to be on the computer.

We hope to distribute the CD's Free of Charge, soon.

TGIF, almost.....

It's Friday morning, things are off to a great start. The weather is crisp and clear. Marsha calls to tell you, your favorite golf course has openings this afternoon. Your first patient shows up on time, with their checkbook.

All is right with the world.....

Suddenly, you hear a shout, "Oh No", you rush out to the front desk and you see a look of disbelief on your receptionist's face.

She slowly turns directly looking you in the eyes and says the computer just died.....

Wow, there goes your perfect morning. Oh well, good thing your office backs up your computer every day.

You have your staff contact your hardware support to get things fixed and back on track.

Your hardware support person is Johnny on the spot and arrives within one hour. Wow, maybe it's going to be a good day after all!

Before long, you begin to hear moaning from the front desk area again, what's up. You're told that you back up systems were not backing up properly. In other words,

you don't have any way to restore your patient data. The hardware person is sorry. They fix the computer, but your data is gone.....

Words start racing through your mind, Insurance, Patient Statements, Recall, Schedules,

Maybe it's not going to be such a good day.

Yes, unfortunately this does happen to many small businesses. We often hear, "the owners area of expertise is running the business and not computers". That they would like to learn a little about their computer system, but it's too complex and they don't really have the time.

They rely totally on others and/or good luck to see them through.

It is kind of like owning a car and not understanding how the fuel injectors work, but you still know enough to get the oil changed and the proper periodic service.



It's the computer age, we all need to know the basics, and Computer Back Up should be on the top of your list.

"Computer Back Up"
WHAT YOU NEED TO KNOW.....

- (1) Rotate through at least 5 different backup sets.
- (2) Have the back ups tested, at least quarterly, to ensure they are working. (Data Tec will test your Zip Disk and/or CD Back Ups Free of Charge)
- (3) Keep monthly back ups in addition to daily back ups. If something goes wrong you may not discover the bad data for several days.
- (4) Store back ups out of the office. Fire proof boxes don't work for back up media and are no good if stolen.
- (5) Perform Cross Network Back ups to secondary computers frequently.
- (6) Get educated about your own computer system, make sure your back up works.

NEW CROSS NETWORK BACK UP

A new Cross Network Data Back Up option has been added to EasyMed. The first time you start EasyMed at a work station, EasyMed automatically will attempt to create a compressed back up of both Patient and Schedule data on the work stations Hard Drive.

Each time you start EasyMed, if it has been one week or more since your last automatic Cross Network backup, EasyMed will start the backup.

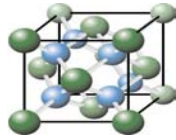
The back up is stored on the work station in a compressed file called "C:\EZWBK\EZWBK.ZIP". The file is rewritten each time, so it takes very little space on the work station, typically from 10 to 30 Meg.

The back up attempts to copy the Critical files only. This means that Audio, Picture (image), and Video files are not backed up during this automatic process. i.e. JPG files are not backed up.

If you don't want this automatic back up to be performed, at the work station you can deactivate it separately for each work station. To deactivate it, select the Primary Menu "Options" button, then check to box "Deactivate Automatic Cross Network Weekly Work Station Backup", save and exit.

We highly recommend you don't deactivate it.

Did You Know?



Scheduling.....

1. Easy Schedule keeps a log of cancellations. You can print the log for any range of dates from the schedule by selecting; Top Menu Print, Schedule & Reports, then Cancellation Report.
2. When looking at several different days for a potential appointment, you can keep a running list of the possible days by pressing the F3 key on each day. Then you can recall the list of possible days and quickly select one by pressing the Top Menu Tools option, then Dates Recall.
3. You can select from a larger color palette by pressing the Top Menu Tools option, then pressing the Color Background option, or by just pressing the CTRL B keys from the schedule.
4. If you store a digital picture of the picture and import it to the patients general screen, you can display the picture on the schedule by clicking on the patient appointment entry then pressing the Top Menu Windows option, and finally selecting photo.

General Information Screen.....

1. There are three referral fields on the General Screen. The first field is the referring doctor to be used (if necessary) for insurance processing. The second field is where you can place an "X" into to indicate you have sent a thank you letter. The Third field is the original referring source, it could be another doctor, patient, or even agency, etc.
2. When you press on the "Mini" button to display the mini ledger, you can get a quick overview of charges, payments, and aging, by pressing the green "Accts Tots" button.
3. If you are finished with any changes to a general screen and you want to quickly move to another patient by number or name, you can press the F4 key (this will Save any changes), press the F9 key (this will clear the screen fields), type in either an account number or tab to the name fields and press the F2 key to retrieve the next patient.

Your Ideas are important to us!

We **greatly appreciate** your ideas. Our best enhancements come directly from your input. Please send us ideas and requests as often as you like. You will find a **Quick Form** called "REQUEST", it can be used to document and print out your ideas. Then please mail or fax your idea directly to us.

Data Tec, Inc.
 P.O. Box 31576
 DesPeres, MO 63131
 Voice (636)256-7401 Fax (636)227-6565

Thanks again for all your continued support and help.